



EAST COWES  
TOWN COUNCIL

# **EAST COWES TOWN COUNCIL PUBLICATION SCHEME**

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy or website)	
<p>Who's who on the Council and its Committees</p>		
<p>Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Website</p> <p>Hard Copy</p>	<p>Free</p> <p>10p per sheet</p>
<p>Location of main Council office and accessibility details</p>	<p>Website</p> <p>Hard Copy</p>	<p>Free</p> <p>10p per sheet</p>
<p>Staffing structure</p>	<p>Website</p> <p>Hard Copy</p>	<p>Free</p> <p>10p per sheet</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Website</p> <p>Hard Copy</p>	<p>Free</p> <p>10p per sheet</p>
<p><b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	(hard copy or website)	

Annual return form and report by auditor	Website Hard Copy	
Finalised budget	Website Hard Copy	
Precept	Website Hard Copy	
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website Hard Copy	
Grants given and received	Hard Copy	
List of current contracts awarded and value of contract	Hard Copy	
Members' allowances and expenses	N/A	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)  Current and previous year as a minimum		
Town Plan (current and previous year as a minimum)	N/A	
Annual Report to Town Meeting (current and previous year as a minimum)	Website Hard Copy	
Local charters drawn up in accordance with DCLG guidelines	N/A	

<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	(hard copy or website)	
<p>Timetable of meetings (Council and any committee/sub-committee meetings and Town meetings)</p>	<p>Website</p> <p>Hard Copy</p>	
<p>Agendas of meetings (as above)</p>	<p>Website</p> <p>Hard Copy</p>	
<p>Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private/confidential to the meeting.</p>	<p>Website</p> <p>Hard Copy</p>	
<p>Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private/confidential to the meeting.</p>	<p>Website</p> <p>Hard Copy</p>	
<p>Responses to consultation papers</p>	<p>Website</p> <p>Hard Copy</p>	
<p>Responses to planning applications</p>	<p>Website and Hard Copy</p>	
<p>Byelaws</p>	<p>N/A</p>	
<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	
<p>Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>Website</p> <p>Hard Copy</p>	

Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	N/A  Website Hard Copy	
Information security policy (GDPR)	Website Hard Copy	
Records management policies (records retention, destruction and archive) (GDPR)	Website Hard Copy	
Data protection policies (GDPR)	Website Hard Copy	
Schedule of charges (for the publication of information)	See below	
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets register	Website Hard Copy	
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by Town councils)	N/A	
Register of members' interests	Website Hard Copy	
Register of gifts and hospitality	Hard Copy	
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	(hard copy or website; some information may only be available by inspection)	

Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Website Hard Copy	
Seating, litter bins, clocks, memorials and lighting	Website (inc on Asset Register) Hard Copy	
Bus shelters	N/A	
Markets	Hard copy or website	
Public conveniences	Website Hard Copy	
Agency agreements	N/A	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

**Town Clerk**

**East Cowes Town Council, Town Hall**

**York Avenue, East Cowes**

**Isle of Wight PO32 6RU**

**Tel: 01983 299082**

**Email: [Clerk@eastcowestowncouncil.co.uk](mailto:Clerk@eastcowestowncouncil.co.uk)**

**Website: [www.Eastcowestowncouncil.co.uk](http://www.Eastcowestowncouncil.co.uk)**

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet A4(black & white)	Actual cost *
	Photocopying @ 12p per sheet A4(colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority